



United States
Department of
Agriculture

Rural Development
Rural Housing Service
Rural Business – Cooperative Service
Rural Utilities Service

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February 14, 2003
Colorado AN No. 1880 (1924-A)

**SUBJECT: What is Considered a Complete Set of House Plans,
Including Specifications, and a Plot Plan**

To: USDA/Rural Development Staff
Single Family Housing Program
Colorado

PURPOSE/INTENDED OUTCOME:

The purpose of this Administrative Notice (AN) is to re-emphasize the requirements in 1924-A, Exhibit C regarding what constitutes a complete set of house plans, specifications, and plot plan in the majority of cases.

COMPARISON WITH PREVIOUS AN:

This replaces Colorado AN 1792 which expired December 31, 2002.

IMPLEMENTATION RESPONSIBILITIES:

Instruction 1924-A, Exhibit C outlines in detail what is required when drawings and specifications for single family home construction are submitted to the Rural Development local office. It is the responsibility of the approval official to review the drawings, specifications, and plot plan to make sure they are complete and in conformance with Rural Development procedures. The following summarizes, in the majority of cases, what is needed:

PLOT PLAN ---

1. Must be detailed, showing dimensions, location of all structures, **elevations**, easements, drainage, and utilities (see 1924-A, Exhibit C, Attachment 1 for a good example).

EXPIRATION DATE:
February 28, 2004

FILING INSTRUCTIONS:
Following Instruction 1924-A

PLANS---

Floor Plans---

1. A room design for each floor, including porches and garage.
2. Detail of all floor and ceiling framing members.
3. All partitions, door sizes and direction of door swing.
4. Location and symbols of all electrical equipment; including switches, outlets, and fixtures.
5. Plumbing diagram, including fixtures.
6. Heating systems, showing layout of the system, and location and size of:
 - a. Ducts, piping, and registers.
 - b. Location of heating unit and room thermostat.
 - c. A total calculated heat loss of the dwelling.

Exterior Elevations---

1. Front, rear and side views.
2. Windows and doors.
3. Finish grade.

Details and Sections---

1. Section through the exterior wall showing all details of construction from the footings through the roof.
2. Section through stair wells and landings, including headroom clearances and surrounding framing.
3. Details of roof trusses.
4. Elevation and section through kitchen and bath cabinets, indicating shelving.
5. Sections and details of all critical construction points, fastening systems and anchorage methods.

SPECIFICATIONS:

1. Form FmHA 1924-2, "Description of Materials" or comparable form, with a full description of all materials.
2. The material identification shall be in sufficient detail to fully describe the material, size, grade, and when applicable, manufacturer's model or identification numbers. When necessary, additional sheets may be attached as well as manufacturer's specification sheets.

If you have any questions, please feel free to contact the SFH Section at 720/544-2918.

GIGI DENNIS
State Director